

APPLICATION FOR EMPLOYMENT at MELROSE TRADING POST

Date _____

Directions: Type or print in blue or black ink. Answer all questions which are applicable. Please do not state "See Resume".

PERSONAL INFORMATION

Last Name	First Name	Middle	
Address	City	State	Zip
Home Phone	Cell Phone	Social Security Number	
E-mail Address			

EMPLOYMENT INFORMATION

- Position for which you are applying (circle one) Student staff Junior Adult Staff
- Are you currently enrolled at Fairfax high School? _____ If so, what is your projected graduation date? _____
 2a. What is your G.P.A? _____
- Are you available to work every Sunday from: 7am to 1pm - YES / NO 1pm to 7pm - YES / NO
- When are you available to start work? _____
- If hired can you show proof of your legal right to work in the U.S.? Yes ____ No ____
- Have you ever been dismissed, or asked to resign from any position? Yes ____ No ____
- Have you ever been convicted of a felony, or a misdemeanor which resulted in imprisonment? Yes ____ No ____
 •A yes answer to the above question does not necessarily disqualify an applicant from employment.
 If yes to number 4 or 5, please explain: _____
- Do you have reliable transportation to and from Melrose Trading Post on Sundays? YES / NO
- Have you ever volunteered at MTP? YES / NO On your own? With a club? (Please specify.) _____

EDUCATION

Please list on the following lines all schools attended and any other pertinent information about your education.

Schools Attended Subjects Studied (if applicable)

High School	
College (Including Dates Attended)	

EXTRA CURRICULAR ACTIVITIES (INCLUDING SPORTS AND CLUBS)

1.
2.
3.
4.

LIST OTHER VOLUNTEER /JOB HISTORY – INCLUDE CURRENT EMPLOYMENT

Employer Name	Address	Dates of Emp.	Phone
1.			
2.			
3.			
4.			

ADDITIONAL REQUIREMENTS**• STUDENTS**

Student Staff applicants please attach a letter of reference from a teacher or counselor. Letter must be signed and include a contact telephone number.

• JUNIOR ADULTS

Junior Adult Applicants please attach a letter of reference from a Melrose Trading Post Manager. Letter must be signed.

I certify that all statements made herein and on the enclosed resume are true and correct to the best of my knowledge. I authorize investigation of all statements herein recorded. I release from liability all persons and organizations reporting information required by this application.

Signature _____ Date _____